

NARS HANDBOOKS

Name of Handbook	1. Is the subject matter within the area of responsibility of your office?	2. Does your agency have an equivalent publication on the same subject?	3. Does your office promote the use of the NARS handbook?	4. Of those NARS handbooks your office promotes, into whose hands do you attempt to get each handbook? a. Agency management (Division and above). b. Supervisory levels. c. Specialists in the subject area. d. Non-specialists and non-supervisory.	5. If your office is not the appropriate one to promote the NARS handbook, which is the logical office to do so?
Plain Letters					
Form Letters					
Guide Letters					
Communicating Policy & Procedure					
Federal Records Centers					
Applying Records Schedules					
Federal Vital Records Program					
Files Operations					
Files Stations					
Subject Filing					
Managing the Mail					
Forms Analysis					
Forms Design					
Forms Management					
Copying Equipment					

25 YEAR RE-REVIEW

Source Data Automation					
Source Data Automation Systems					
Source Data Automation Equipment Guide					
Microform Retrieval Equipment Guide					
Information Retrieval Systems					
Bibliography for Records Managers					

6. What additional NARS handbooks are needed most urgently?  
(Please indicate also for whom they should be written:  
a. agency managers, b. supervisory level, c. specialists  
in the subject area, d. non-supervisory personnel and  
non-specialists.)

7. What do you believe is the best way to get the NARS  
handbooks into full use within an agency?

Agency \_\_\_\_\_

NARS WORKSHOPS

Name of Workshop	1. Is the subject matter within the area of responsibility of your office?	2. Does your agency have an equivalent workshop on the same subject?	3. Does your office promote the NARS workshop?	4. If the subject is in your area of responsibility, but your office does not teach it, which reason applies: a. Believe it should be done by the training officer. b. Believe it should be done by NARS. c. Limited need. d. Other things have a higher priority. e. Other reason (please state).	5. If your office is not the appropriate one to promote the workshop, which is the logical office to do so?
Records Management					
Records Maintenance and Disposition					
Form and Guide Letters					
Correspondence Management					
Speeding the Mail					
Prepare With Care					
Forms Analysis and Design					
Forms Improvement					
Forms For Automation					
Directives Improvement					
Modernizing Management Reports					
Reports Improvement					
Information Systems Design					
Office Information Retrieval					
Files Improvement					

Records Disposition					
Source Data Automation					
Mechanizing Paperwork Systems					

6. What additional NARS workshops are needed most urgently? Please indicate also who you believe should be expected to attend: (a) agency managers, (b) supervisory personnel, (c) specialists in the subject area, (d) non-supervisory personnel and non-specialists.

7. What do you believe is the best way within an agency to attract those to workshops who would most benefit from them?

8. What is your general impression of the NARS workshop program?

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